

Northern Indiana Center for Pelvic Health & Gynecology
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Failed Appointment Policy

If you are unable to keep your scheduled appointment, we ask that you inform us at least 24 hours in advance. This will allow our office to schedule patients that are having acute problems. Failed appointments affect the flow of the office and create many inconveniences to our practice and patients.

We consider a failed appointment to be: canceling on short notice (less than 4 hours prior to your scheduled appointment time), failing to arrive at the office for your appointment, or arriving too late to be seen (more than 15 minutes).

New patients who fail to keep their first appointment with the physician will only be rescheduled once. If the patient fails to keep the second appointment, additional appointments may not be rescheduled in the practice. Established patients who fail the first appointment will receive a reminder letter to reschedule the appointment. Should the patient fail a second appointment, we will send you a second letter notifying you that a third missed appointment may result in dismissal from the practice.

If the established patient fails to keep three appointments within one-year, dismissal from the physician may occur. A letter will be sent informing the patient that we will provide 30 days emergency care only. During that time, we recommend the patient find another physician to provide medical care, We will then transfer the medical record upon receipt of a signed request with the new physicians name and address.

Thank you for your cooperation and understanding.

Patient Signature: _____ Date: _____

Printed Name: _____